

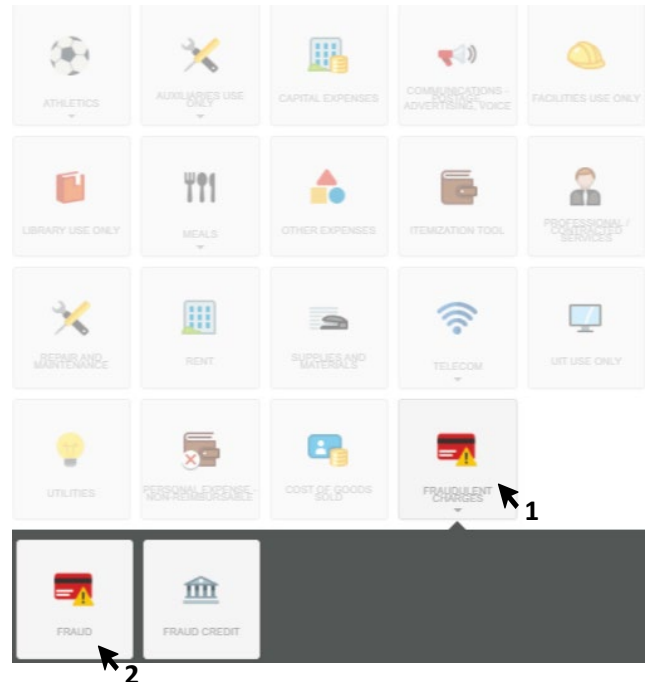
FRAUDULENT CHARGE ON YOUR P-CARD

These are the instructions for dealing with a fraudulent charge made with your MSU P-card. US Bank will issue a credit to offset the charge. Accomplish Steps 1-5 to process the fraudulent charge and Steps 6-9 once US Bank issues the credit/refund to your P-card.

1. If the transaction is fraudulent, ensure you follow the steps in the UBS [Fraud Guide](#)

2. During the month the transaction occurred (even if the offsetting credit / refund has not been processed), create a non-travel expense report and add the fraudulent transaction to the report.
(See the “Create a Non-Travel Expense Report” Quick Help Guide for instructions, if needed)

3. From the Select Valid Expense Type screen, select “Fraudulent Charges” (1) and then “Fraud” (2).



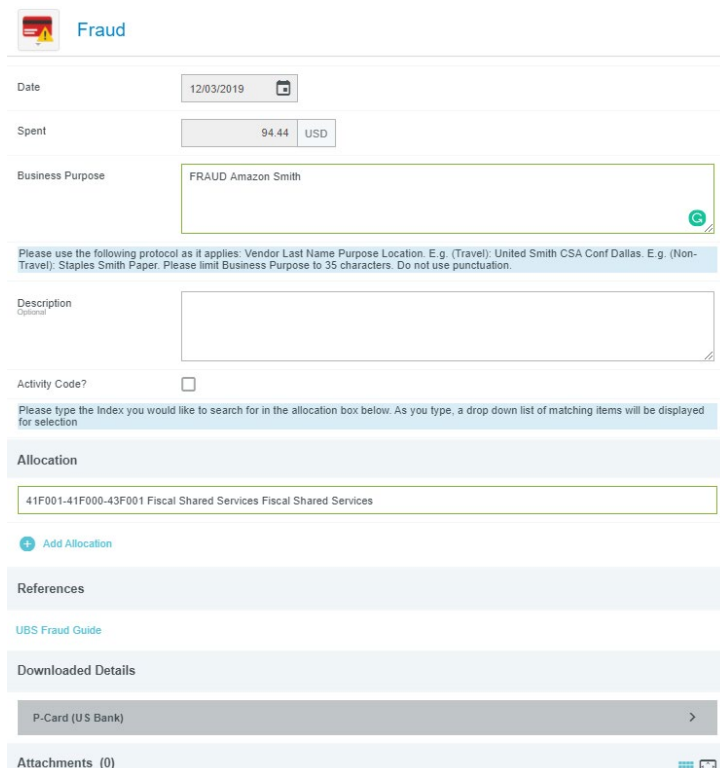
4. Complete the Fraud form and ensure business purpose is “FRAUD vendor last name” (e.g. FRAUD Amazon Smith).

Use the Description field to add additional details, if desired.

In the Allocation drop down field, select an index you have used in the past. If possible, avoid grant indexes (start with 4W for Bozeman).

Documentation is not required

5. Save the form and complete the non-travel expense report.



Fraud

Date: 12/03/2019

Spent: 94.44 USD

Business Purpose: FRAUD Amazon Smith

Description:

Activity Code? ☐

Allocation: 41F001-41F000-43F001 Fiscal Shared Services Fiscal Shared Services

References: [UBS Fraud Guide](#)

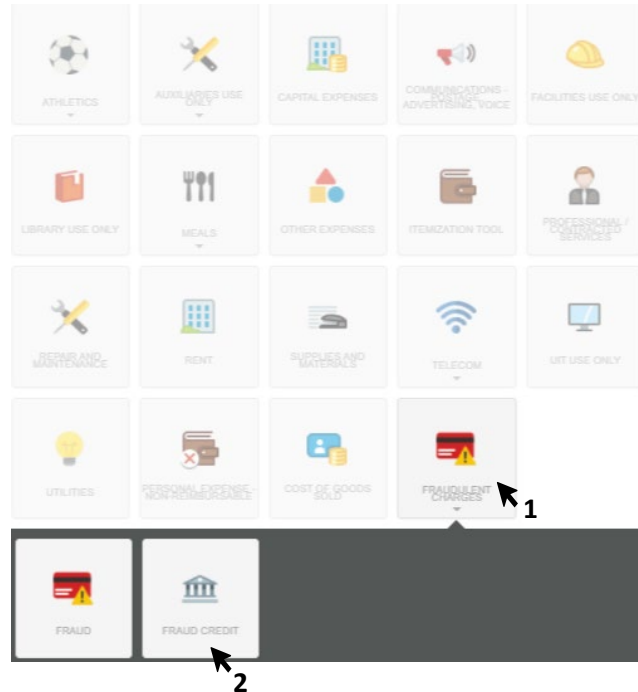
Downloaded Details: P-Card (US Bank)

Attachments: (0)

After Credit comes into Chrome River eWallet from US Bank

- During the month the credit appears from US Bank, create a non-travel expense report and add the credit for the fraudulent transaction to the report (See the “Create a Non-Travel Expense Report” Quick Help Guide for instructions, if needed).

- From the Select Valid Expense Type screen, select “Fraudulent Charges” (1) and then “Fraud Credit” (2).



- Complete the Fraud Credit form and ensure business purpose is “FRAUD CREDIT vendor last name” (e.g. FRAUD CREDIT Amazon Smith).


Use the Description field to add additional details, if desired.

In the Allocation drop down field, **select the same index as the original fraud charge**. If possible, avoid grant indexes (start with 4W for Bozeman).

Documentation is not required

- Save the form and complete the non-travel expense report.

You will likely receive a warning when submitting a report because the total is a negative \$ amount. Simply indicate you are clearing a fraudulent charge from an earlier report.


Fraud Credit

Date: 12/04/2019

Spent: -135.05 USD

Business Purpose: FRAUD CREDIT Ebay Wilson

Please use the following protocol as it applies: Vendor Last Name Purpose Location. E.g. (Travel): United Smith CSA Conf Dallas. E.g. (Non-Travel): Staples Smith Paper. Please limit Business Purpose to 35 characters. Do not use punctuation.

Description:

Activity Code? ☐

Please type the Index you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

Allocation

41F001-41F000-43F001 Fiscal Shared Services Fiscal Shared Services

+ Add Allocation

References

[UBS Fraud Guide](#)

Downloaded Details

P-Card (US Bank)

Attachments (0)